



## **OFFICE OF THE DISTRICT ATTORNEY**

### **HUMAN RESOURCES DIVISION**

201 North Figueroa Street, Suite 1300 • Los Angeles, CA 90012

T: (213) 202-7730 • F: (213) 202-6084



***Career Transfer Opportunity***  
***Restricted to Permanent Employees of Los Angeles County***

**LEGAL OFFICE SUPPORT ASSISTANT II**  
**Bureau of Branch and Area Operations, Region II**  
**Compton Branch Office**

**ABOUT THE POSITION:** The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill a Legal Office Support Assistant (LOSA) II vacancy in the Bureau of Branch and Area Operations, Region II, Compton Branch Office. This position performs a full range of legal clerical duties such as typing; filing; assisting with the preparation of complaints, informations, and subpoenas; pulling a daily calendar; assisting with the information window; and taking and following instructions.

**DESIRABLE QUALIFICATIONS:**

- Excellent oral and written communication, grammar, and language skills.
- Excellent computer skills and knowledge of computer programs (Microsoft Word, Excel, PIMS, etc.).
- Ability to type felony and misdemeanor complaints.
- Ability to close felony files in PIMS.
- Ability to handle a large volume of incoming and outgoing telephone calls professionally.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to interact effectively with the public, law enforcement, court personnel, judicial agencies, co-workers, and various government employees.
- Ability to handle a large volume of typing, filing, and proofreading.
- Ability to work independently and cooperatively within a team.
- Ability to transcribe handwritten drafts electronic media (CDs, tapes, etc.).
- Experience in operating office equipment (e.g., computer, typewriter, word processor, fax, transcribing machine, and Xerox machine.).

**ACCEPTING RESUMES FROM:** Only permanent employees of Los Angeles County who have completed their initial probationary period and currently holding the payroll title of LOSA II and LOSA I may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Only the most qualified employees will be invited for an interview.

**PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:**

Vicki Bunton  
Staff Assistant, Bureau Operations, DA  
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Telephone: (213) 974-6726  
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**NO LATER THAN: FRIDAY, MARCH 20, 2015**

**\*\*THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION\*\***